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25X1

: Chiefs of Stations and Bases

25X1

FROM : Chief,

SUBJECT

Administrative - Provision of Furniture and Furnishings

Overseas

25X1

REF

; \_\_\_\_\_\_

1. Stations and Bases have received, or will receive very shortly, referent amendment to the \_\_\_\_\_\_\_. A review of this document will reveal that a quite liberal approach has been adopted regarding the provision of furniture and furnishings for overseas quarters, and that a considerably increased delegation of authority has been granted to Chiefs of Station to authorize procurement and issue of furniture and furnishings.

25X1

2. We believe the as now amended provides Chiefs of Station with the authority they require to initiate and manage on a continuing basis a program geared to local conditions at the post. Further, we feel that if it is properly managed, it will be equitable to both the Organization and the employee. On the other hand, should we fail to manage this administrative program in an objective and responsible manner, these same liberal provisions and increased delegations could lead to abuses and excesses which would affect us externally as well as internally and would influence the degree to which future delegations would be authorized.

## SECRET

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	3. Each Chief of Station and Base is charged with the personal			
	responsibility for monitoring the implementation of this	25X1		
	to ensure that excesses are avoided and that reasonable economy and			
	sound management are attained in this aspect of our overseas housing			
	program. I have requested the Chief, Audit Staff to have implementa-			
25X1	tion of this given particular attention during the periodic			
	Audit of Stations and Bases.			
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	FOR THE CHIEF,			
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## SECRET

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